

## PARC Meeting Minutes 1/24/22

### Attendance:

David Johnson  
Christine Magler  
Carrie Luedtke  
Mike Halliday  
Mark Cawley  
Erin Clarkowski  
Sara Nelson

### Guest:

Lee Hennen

1. Start time 6:00pm.
  - a. Carrie Luedtke motioned to begin our meeting.
  - b. Christine Magler 2<sup>nd</sup>
2. Park descriptions are being updated. Please update your park information and send it to Natalie.
3. Ice rink update:
  - a. Warming shack was vandalized.
  - b. The broken door was fixed, and the fire extinguisher was replaced.
  - c. We have two additional volunteers to host the warming shack.
4. The park dedication fund is currently \$46,608.00
5. There are three new developments being proposed.
6. Dellwood Country Estates has 22 lots in total. Lee Hennen attending the meeting to discuss the future development for Dellwood Country Estates. PARC Board is proposing to collect the \$2,000/lot.
  - a. Erin Clarkowski motioned, Carrie Luedtke 2<sup>nd</sup> the motion. Motion passes.
7. Sunrise Pines has 11 lots in total. PARC Board is will now vote to collect a full lot or the \$2000/lot as the PARC board did not come to an equal decision.
  - a. All in favor of accepting a full lot, Erin Clarkowski motioned to take lot, Mark Cawley 2<sup>nd</sup> the motion.
  - b. Not in favor say no, Carrie Luedtke, Christine Magler, Sara Nelson, and David Johnson.
  - c. Carrie Luedtke motioned to accept \$2000/lot, Christine Magler 2<sup>nd</sup> the motion. Motion passes.
8. The Cliffs Boettcher Estates has 8 lots in total.
  - a. PARC Board is proposing to collect the \$2,000/lot.
  - b. David Johnson motioned, Carrie Luedtke 2<sup>nd</sup> the motion. Motion passes.
9. Carrie Luedtke has made a request for a skid steer to help maintain the cross-country skiing course. This would be offered to the School Forest and the Linwood Fire Department.
10. Township now has one full time and one part time maintenance staff. Both are new.
  - a. Tony is no longer with the township.
  - b. Ideally, we would like to have two full time staff and one part time.
11. 102K is the requested PARC Board budget.

12. Is there a way for the PARC Board to communicate with the Martin Lakers Facebook page? We would like to communicate the same messages.
13. Please bring your park's wish list items to our next meeting.
14. The PARC Board discussed the opportunity to create a fishing pier.
  - a. Linwood Lake is under Anoka County.
  - b. In the past we have requested two adjoining neighbors for approval.
  - c. A fishing pier would need to be ADA compliant and have parking space available.
  - d. Is there an opportunity to partner with Anoka County? Erin Clarkowski will reach out.
15. Motion to conclude this meeting:
  - a. David Johnson motioned to adjourn
  - b. Carrie Luedtke 2<sup>nd</sup> the motion.

End time 8:00pm

## PARC Meeting Minutes 2/28/22

Call to order: Start time 6:01 PM.

- a. David Johnson motioned to begin the meeting
- b. Carrie Luedtke 2<sup>nd</sup> motion.

Roll call: David Johnson, Laura Kearns, Carrie Luedtke, Mike Halliday, Mark Cawley, Erin Clarkowski, Sara Nelson present.

1. Review January minutes: Per Christine Magler's absence, January minutes will not be provided for approval until March meeting.
2. Township Update:
  - a. PARC budget that was submitted after January meeting has been approved by the Town Board.
    - i. Per approval of the additional funding for skating rink warming shack improvements, Mike Halliday will commence research on improvement options, taking into account the positive community feedback that was received regarding the skating rink this season.
    - ii. Mike Halliday noted that the budget will not be considered finalized until the levy number is approved at the Annual Town Meeting on 3/8/2022.
  - b. Mike Halliday shared that the skating rinks (hockey & pleasure) are closed for the season and the warming shack is now locked permanently. Carrie Luedtke and Laura Kearns noted the overwhelmingly positive feedback regarding the rinks this season.
  - c. Township Maintenance Staffing Update:
    - i. Mike Halliday shared that the 2021 seasonal full time maintenance worker has expressed interest in coming back to work at the Township again.
    - ii. Mike Halliday noted that the Township is still interested in hiring one more seasonal full time maintenance worker.
3. Karen Blaska from Anoka County regarding Coon Lake Park plans
  - a. Met Council has approved Coon Lake Park to become apart of the Regional Park system, which means the County needs to create a Master Plan for the park. The County will be accepting feedback to inform the Master Plan for the next 1-2 months. Upon development of the draft Master Plan, Karen Blaska plans to return to the Linwood Township PARC board to review the plan's content. Once the Master Plan is finalized, Karen Blaska will return to the PARC board one more

time for a stakeholder Resolution of Support. Karen Blaska noted that this process will hopefully be completed by the end of this year.

- i. Karen Blaska requested feedback from the PARC board, knowing that although the Coon Lake Park is not technically a Linwood Township park, it is frequently used by Linwood Township residents.
  1. David Johnson and Carrie Luedtke noted the desire for a multi-use trail system between County parks in Linwood Township, which could even be connected to Coon Lake Park.
  2. Karen Blaska noted that there is a formal survey on the County Park's website (<https://www.anokacountyparks.com/plan-your-parks>) where anyone is able to submit feedback.
    - a. Erin Clarkowski noted that the Linwood Township PARC board could share this information with it's Facebook group. Carrie Luedtke agreed to post the Master Plan feedback information on the Facebook page.
  - b. Carrie Luedtke requested an update from Karen Blaska regarding other plans for County parks in Linwood Township, besides Coon Lake Park.
    - a. Karen Blaska noted that Camp Salie may be renovated in the next 5-10 years to be repurposed for more public usage.
  - c. Mike Halliday inquired with Karen Blaska about the possibility of partnering with Anoka County for park equipment orders. Karen Blaska will follow up with the PARC board on this possibility.
4. Website update:
  - a. Term limits are incorrect for David Johnson & Erin Clarkowski. Mike Halliday will follow up with Township's website contractor.
  - b. Carrie Luedtke noted that the PARC member's email hyperlinks are not working correctly. Mike Halliday will follow up with Township's website contractor.
  - c. Erin Clarkowski noted that the park descriptions are still not reflective of the updated information that the PARC members gathered. David Johnson will resend the updated information to the Township media specialist.
5. ECP Grant: David Johnson shared the opportunity for the PARC board to apply for an Expedited Conservation Projects (ECP) Grant, which by definition are focused on creating/maintaining forest habitat, prairie habitat, wetland/public water habitat, and/or fish habitat. This specific grant opportunity closes 3/14/2022. David Johnson encouraged the PARC board to consider the Township park needs to take advantage of this opportunity, and if the PARC board is able to come up with a need, David has a volunteer who can help with writing the grant application.

6. Lighting Quote:

- a. Mike Halliday reported that the Township received a quote from K-Lee Electric including lighting improvements at the recycling center, public works, the pleasure rink, the hockey rink, and the warming house.
- b. Mike Halliday requested feedback on the lighting quote locations & pricing.
  - i. The PARC board determined that of the quotes received at park locations, the pleasure rink and warming house are recommended for replacement. The hockey rink was determined by the PARC board to not need a lighting replacement at this time.
  - ii. Carrie Luedtke noted the request for a new light at Four Seasons Park to point at the cross-country ski trail, which is maintained by the PARC board.
  - iii. Mike Halliday will report the recommendations & request for new light back to the Township.

7. TruGreen quote:

- a. David Johnson noted that the 2022 quote for TruGreen services (weed control/aeration/fertilization at Boettcher, Broadbent, Town Hall, and Four Seasons parks) is \$4,929.75. David Johnson noted that this quote does not include sand-burr treatment, which has historically been an issue at the Township parks due to the sandy soil.
- b. The PARC board determined that Olympic Green & Playful Shadows parks could also benefit from TruGreen service. Mike Halliday will follow up with TruGreen for an amended quote.

8. New Park Equipment and development ideas:

- a. David Johnson received a quote for approximately \$80,000 to install a double tennis/pickle ball court at a location-to-be-determined park, possibly Boettcher. The PARC board also discussed the idea of the location to be at the hockey rink, which could make flooding in the winter easier, but may limit the court from a double to a single.
- b. Laura Kearns noted her concern for the Township's lack of multiple bidders process. She offered to help with equipment pricing through her system at work and will meet with the Township to understand if the Township is eligible for State pricing.
- c. Sara Nelson stated the equipment needs for Allquist Park. A new swing set and a climbing net/dome are requested – Laura Kearns will help with obtaining pricing. The swaying airplane and megaphones are not working properly but both don't necessarily need to be replaced, just possibly removed.
  - i. Sara Nelson asked Mike Halliday if the Township has spare concrete benches, since the Park has two concrete tables with no benches. Mike Halliday will check with Township staff.

- d. Erin Clarkowski requested two additional benches be added to Martin Lake Shores Beach park. Erin will work with Laura Kearns to get updated pricing.
  - i. Mike Halliday noted that due to the Township's involvement in the recycling center, the PARC board may be eligible to receive free recycled benches which could be utilized. Mike Halliday will follow up with Recycling Center to see if we can capitalize on this opportunity.
- e. Carrie Luedtke requested two additional benches at Broadbent to be purchased for the tennis court's users.
  - i. Carrie Luedtke inquired with Mike Halliday regarding the Broadbent tennis court wind break quote, which had previously been identified.
- f. Carrie Luedtke noted the lack of a slide at Boettcher Park and the PARC board agreed that this would be a good usage of the funds for equipment.
- g. Mark Cawley inquired with Mike Halliday regarding the missing maps for the Fairway Flyerz disc golf course. Mike Halliday will follow up with Township staff to see if these are still on file. Mike Halliday mentioned that the company who constructed the park, Fairway Flyerz, is no longer in business.

Adjournment: 7:15 PM.

## PARC Meeting Minutes 3/28/22

### Attendance:

David Johnson  
Christine Magler  
Carrie Luedtke  
Mike Halliday  
Mark Cawley  
Erin Clarkowski  
Sara Nelson

1. Start time 6:00pm.
  - a. Carrie Luedtke motioned to begin our meeting.
  - b. Christine Magler 2<sup>nd</sup>
2. Reviewed and approved January and February minutes.
  - a. Carrie Luedtke motioned.
  - b. David Johnson 2<sup>nd</sup>.
3. Jack and Jeff are the full time maintenance staff.
4. We will plan to have two seasonal summer staff for mowing.
5. Mike Halliday is looking at a wind screen to add to the tennis courts at Carol Broadbent Park. 120ft x 110ft is needed. \$600-\$1100 depending on the brand. Fencescreen.com. PARC Board would like to move forward with this addition.
6. We are working towards a new building behind the town hall. This would offer a shared building for a warming shack, winter equipment storage, and miscellaneous recycling center needs. Mike Halliday is collecting quotes.
7. TrueGreen estimate was about \$6,000.00. We were offered a 3% discount if we pre-paid in full. The PARC Board chose to pay as we go and approve the \$6,000.00 quote.
8. Each PARC Board member is working on collecting a quote for new playground equipment. If we exceed \$175,000 we will be required to collect multiple bids.
9. Linwood Twp is a member of the CPV for state purchasing.
10. Martin Lake Shores pond enhancement has been completed.
11. Carol Broadbent Park has a small library and the doors need to be repaired.
12. Fairway Flyers needs to have a few maps replaced. Do we have any maps on file?
13. We would like to add a slide at Boettcher Park.
14. Playful Shadows looks great.
15. Four Seasons – can we place the portable restroom closer to the park equipment?
16. Please send Laura Kearns your park equipment recommendations.
17. Birchwood Park may be a new proposed park.
18. Kubota Grant opportunity is due 4/15/22.
19. Park tour will be 4/25/22 at 5:00pm.
20. Motion to conclude this meeting:
  - a. David Johnson motioned to adjourn
  - b. Carrie Luedtke 2<sup>nd</sup> the motion.

End time 7:30pm.

## PARC Meeting Minutes 4/25/22

### Attendance:

Christine Magler  
Carrie Luedtke  
Mike Halliday  
Mark Cawley  
David Johnson  
Sara Nelson

1. Start time 6:00pm.
  - a. Carrie Luedtke motioned to begin our meeting.
  - b. Christine Magler 2<sup>nd</sup>
2. Reviewed and approved March minutes.
  - a. Erin Clarkowski motioned.
  - b. Carrie Luedtke 2<sup>nd</sup>.
3. Windscreen was installed at Carroll Broadbent at the tennis courts.
4. A portable restroom was installed at Four Season's but removed due to vandalism.

### **Park Tour:**

5. Four Season's;
  - a. Remove graffiti from skateboard ramp.
  - b. Repair black sidewalk pad to playground equipment.
  - c. Fix fence post in dog park area.
  - d. Add picnic bench inside gated area.
  - e. Grade parking lot.
6. Allquist Park;
  - a. New tire swing was installed.
  - b. Monkey bars have been repaired.
  - c. Add swing set.
  - d. Fix retaining wall.
  - e. Straighten fence.
  - f. Add picnic bench near playground equipment.
7. Givens Park;
  - a. Replace ADA swing. Missing a seatbelt.
8. Boettcher Park;
  - a. Can we add a slide?
  - b. Add bump stops possibly to help reduce parking lot damage.
  - c. Grade parking lot.
9. Carrol Broadbent;
  - a. Tennis court repair, when the temps rise.
  - b. Add a resting bench inside the tennis courts.



10. Motion to conclude this meeting:
  - a. Laura Kearns motion to adjourn.
  - b. Carrie Luedtke 2<sup>nd</sup> the motion.

End time 6:26pm

## PARC Committee Meeting Minutes 23-May-2022

- Call to order 6:00 PM
- Attending: David Johnson, Christine Magler, Carrie Luedtke, Sara Nelson, Mark Cawley, Mike Halliday
- Review April meeting notes (includes annual parks tour) Maintenance items highlighted
  - Carol Broadbent
    - Windscreen and asphalt repair (in process)
    - Bench in tennis court
  - 4 Seasons
    - Graffiti cleanup
    - Pet area
      - Trashcan
      - Pet waste bags
      - Gate at entrance
      - Sign ' Pet Area, please scoop'
      - Add picnic table inside fence
      - Loose fence post
    - Grade lot
  - Alquist
    - Retaining wall repair
    - Add swingset- Sara Nelson
    - Add bench(es) for tables
  - Givens
    - Replace ADA swing
  - Betcher
    - Corkscrew slide setbacks and quote-Carrie Luedtke
    - Add rubber mulch, if code
    - Grade lot
  - Identify pavilion need and quote/leadtime- Mark Cawley
- Township update- Mike Halliday
  - Reuse/warming shack building
    - \$35k commitment from Anoka County due to reuse success- may be increased. Follow-up meeting needed.
    - \$137k quote, building only
    - 40ft x 90ft ( or 120ft) building
    - 2 level for Reuse portion (75%) and 1 level for warming shack (25%)
    - Need windows added
    - 2 smaller buildings discussed, but would cost more to split heating/utilities (Township)
    - Reduced building size discussed (Township)
  - Additional vandalism at gray pull-barn- skylights/roof

- Part-time mower implemented
  - Painter available 80 hours
  - 187 catch basins identified and need clearing- in process
- Birchwood circle
  - Quote clearing, size TBD, Raml suggested – David Johnson
- Martin Lake Shores
  - No motor vehicle sign needed. Side-by-side seen near lake on new grass plantings
- Park descriptions and photos are being updated
- Four Seasons
  - We will consider the fenced area a dog park.
  - Maintenance will check to see if we can find a gate.
  - Grade parking lot.
  - Will we get a sign saying dog park.
- Allquist Park;
  - Add swing set. Working on quotes. Let's move forward.
  - Can we add a picnic table?
- Givens;
  - Maintenance will work on getting quote and replacing swing.
- Boettcher Park;
  - Carrie will get a slide quote.
  - Not placing bump stop as of now.
  - Grade lot.
  - Add mulch.
- Carroll Broadbent;
  - Tennis court will be repaired.
  - Wind block screen broke in storm.
  - Add resting bench inside courts.
- Brainstorming a new pavilion for community use.
- Sunrise Pines Park dedication funds received. \$22,000.
- David will bring budget for next meeting.
- June we will decide what parks will receive updates.
- Warming shack quote was about \$135,000.
  - Anoka County has a grant opportunity of \$35,000.
  - Vandalism on recycling building.
- Park time seasonal workers have started.
- Sentence to serve has hours to service our community. Painter by trade and will be helping with miscellaneous updates.
- No motorized vehicle sign @ Martin Lake Shores.
- Motion to conclude meeting
  - David motioned
  - Carrie 2<sup>nd</sup>.

End time: 7:10pm

Parcs\_Minutes\_06-27-2022

Meeting minutes unavailable for June 27, 2022

## PARC Meeting Minutes 7/25/22

### Attendance:

David Johnson  
Christine Magler  
Carrie Luedtke  
Mark Cawley  
Erin Clarkowski  
Sara Nelson

1. Start time 6:00pm.
  - a. Laura motioned to begin our meeting.
  - b. Carrie 2<sup>nd</sup>.
2. Reviewed and approved June minutes.
  - a. Carrie Luedtke motioned.
  - b. David Johnson 2<sup>nd</sup>.
3. The park dedication funds can be used for a warming shack. It would be a multi-use building for the skating rink and the recycling center.
  - a. Can we add security cameras and additional lighting?
4. The quote's have come in for the swing at Alquist Park, tenspin at Broadbent Park, and a slide at Boettcher Park.
5. Mulch at Boettcher. Can we request a quote?
  - a. Laura is working on one.
6. Birchwood Circle, we are thinking of land clearing this for a future park.
7. Please add resting benches at Broadbent tennis courts.
8. LFFD – Geocache event will return 2022.
  - a. Carrie is creating the details and hiding the geocache items.
  - b. We will need prizes.
9. Board position elections
  - a. Laura and Christine have extended their 3 year terms.
  - b. Laura – vice-chair, accepts position.
  - c. Christine – secretary, accepts position.
  - d. David – declines chair.
  - e. Carrie – accepts chair position.
10. Laura will run the August meeting; Carrie will be out of town.
11. We will plan on hosting a booth at the LFFD.
  - a. Carrie will email Nancy.
  - b. Maps and county forms needed.
12. Motion to conclude this meeting:
  - a. Laura motioned to adjourn
  - b. David 2<sup>nd</sup> the motion.

End time 7:05pm

PARC Meeting minutes 08-22-2022

Attendance:  
David Johnson  
Mike Halliday  
Sara Nelson  
Laura Kerns- Acting Chair  
Mark Cawley- Acting Secretary

1. Call to order 6:00PM- David motion, Lara 2<sup>nd</sup>
2. Township update- Mike
  - a. Mowing is going well- more help added
  - b. 1/3 budget approved by Anoka County for warming house/recycling- shell only
    - i. Investigate adding lighting now to help with vandalism
    - ii. Will lose part of pleasure rink
    - iii. Repairs needed for old warming house. Will be used one more year.
      1. New doors
  - c. More vandalism to 4 Seasons Park.
    - i. Middle of day in front of personnel
    - ii. Discussed more patrols with Sherriff since their quote went up significantly
3. Equipment purchases
  - a. Sara \$18k with install- Slide and auxiliary
  - b. David motion, Laura 2<sup>nd</sup>- All approve full with install. Terms TBD
4. Mulch- Boettcher
  - a. Rubber \$16k+
  - b. Wood mulch better ADA
    - i. \$3605 materials only, \$6349 installed/remove rubber
    - ii. Can we re-purpose rubber?- David
    - iii. \$1600-\$1700 per year to top off wood
    - iv. Get sizes of play areas in parks
5. Family Fun Day
  - a. Erin to email sign-up sheet
  - b. David to supply tent, table and banner
6. Geo-caching
  - a. Carrie to hide caches
  - b. Laura to investigate prizes
7. Pickle ball court
  - a. Boettcher- slab only. May not need fence
8. 7:00PM- David motion to adjourn, Laura 2<sup>nd</sup>

## PARC Meeting Minutes 9-26-22

### Attendance:

David Johnson  
Christine Magler  
Mark Cawley  
Erin Clarkowski  
Sara Nelson  
Mike Halliday

1. Start time 6:00pm.
  - a. David motioned
  - b. Sara 2<sup>nd</sup>.
2. August minutes approved.
3. All new park equipment has been approved for purchase. Install will be spring of 2023. We will use the general fund to pay for the equipment.
4. Rubber and pea gravel removal @ a few parks and replace with mulch. We will revisit this in the spring.
5. Please visit your parks and check what kind of ground material is in place.
6. Grass cutting is coming to an end. Hockey rink will be cleared for winter flooding.
7. The kids that vandalized Four Seasons Park have been found. This will be on the town board agenda for Tuesday 9/28/22.
8. We are thinking about hosting a disc golf event.
9. LFFD – one recommendation is to make our parks handicap accessible.
10. Geocache was great, lots of positive feedback. Let's plan a better grand prize for next year.
  - a. See if we can inform Linwood Elementary so all the kids can participate.
11. Halloween event will be at Linwood Elementary this year.
12. We hired a part time recycling center employee.
13. Motion to conclude this meeting:
  - a. David motioned
  - b. Erin 2<sup>nd</sup> the motion.

End time 6:40pm

## Park Meeting Minutes 10/24/22

Attendees: David Johnson, Laura Kearns, Sara Nelson, Erin Clarkowski, Mark Cawley, Christine Magler, Carrie Luedtke, Mike Halliday

September meeting minutes approved

Updates from Mike Halliday:

- Grass Cutters are done for the season
- Warming shack doors were replaced
- Vandalism was painted and fixed

Mulch – Rough estimate \$6,349 for Boettcher. Installation only. Sara is working with vendor on final dimensions for Alquist. There is 10 inches of pea gravel at Alquist that needs to be removed. Rubber mulch at Boettcher also needs to be removed.

DNR Grant – No Child Left Inside – Christine will look into this to see if it is applicable to us and if we want to pursue it.

Verified email addresses for the website and sent updated list to Pam Matti.

December 26<sup>th</sup> meeting will be moved to December 19<sup>th</sup> due to Christmas.

2023 Park Meeting Dates – move up the December meeting to December 18, 2023



## PARC Meeting Minutes 11-28-22

Attendance:

David Johnson  
Christine Magler  
Mark Cawley  
Mike Halliday  
Carrie Luedtke  
Karen Blaska

1. Start time 6:00pm.
  - a. David motioned.
  - b. Mark 2<sup>nd</sup>.
2. Karen Blaska with Anoka County Parks came to our meeting to update their park plan for Anoka County Parks.
  - a. Coon Lake Park entrance improvements.
    - i. Road and parking lot improvements.
    - ii. New digital entrance.
    - iii. Shoreline fishing.
    - iv. Additional paved trails.
    - v. Adding more shade, self-serve canoe/kayak station, and docking space.
    - vi. Karen will place this out to the public for comments. A resolution of report will be generating following. This will be presented to the town board.
3. October minutes will be approved at our next meeting.
4. Erin Clarkowski has resigned from the Park Board.
5. We will post the open Park Board position.
6. Mike Halliday's updates:
  - a. Term ends January.
  - b. We were awarded a grant for the shell of the new warming house/recycling re-use building. We are also applying for an additional grant(s).
  - c. No vandalism since our last meeting.
  - d. Mulch has been completed at Allquist Park and Boettcher Park. `
  - e. Tennis court nets and wind barriers have been taken down for the winter.
7. Budgets planning for 2024 will be completed at the December 19<sup>th</sup> meeting.
8. Ice Rink update;
  - a. Keys are in the office.
  - b. Volunteer forms need to signed.
  - c. If the weather cooperates, flooding will begin first week of December.
  - d. We will post the volunteer needs on our Facebook page.
9. Our next meeting will be Monday December 19<sup>th</sup>, 2022.
10. Motion to conclude this meeting:
  - a. David motioned
  - b. Mark 2<sup>nd</sup> the motion.

End time 6:58

PARCS\_Minutes\_12-26-2022

No meeting was held in December